


LCS has purchased the Enterprise Edition of  remind to capture all text communications between employees regarding LCS business.

This document only contains directions for account access and managing your affiliations for your pre-existing classes. It is not a complete training on Remind. Your school has been invited to send two representatives to an in-depth training during pre-planning week. The representative will be given a more complete training PowerPoint to share with your school, including instruction on downloading the app to your cell phone. After all school representatives have been trained, a copy of the Remind Training PowerPoint will be placed on the LCS Remind resource webpage. (<https://www.leonschools.net/remind>).

What do you need to access your account in the web-based application and manage your pre-existing affiliations?

- Computer with internet access.
- Do not use Internet Explorer (IE) as your web browser for Remind. We recommend using Google Chrome.
- If applicable, your pre-existing Remind account credentials.

How does Remind work?

A unique number is created for each connection. Any calls or texts made on Remind between user A and user B would be the same, but if user A calls user C it would be a different number. Therefore, not all users in Remind could reach user A at the same number, so it would not work for a business card. What this does is establish privacy for users. No one can use the unique number established between connections except for those two individuals.

How to begin. Start on the computer.

It is important that you follow each of these steps in exactly the order they are given. Setting up your account on the web is the best way to do it. Please do not use your cell phone for account set up.

Step 1: A district account has already been set up for you. You should have received an email from Remind titled: 'Action Required.' Please open the email now and click on the blue bar to activate your district account.

If you have used Remind in the past with your LCS email you will be asked to merge your existing account to your now rostered district account.

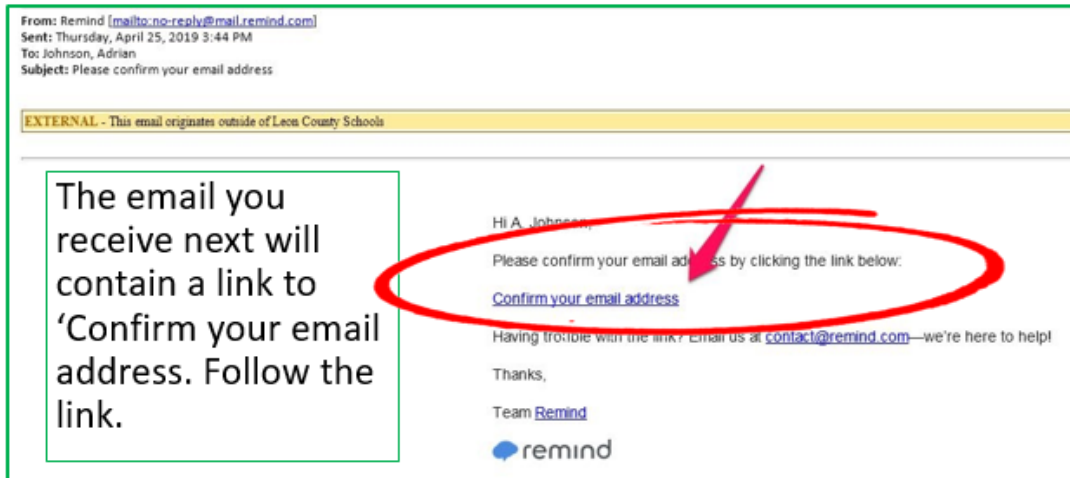
If you are unable to find the email, please follow the 'Without the email' directions below in blue.

Use this link: <https://www.remind.com/?sign-up=true>

Select the blue bar after entering your email address.

STOP and wait for the system to tell you that your email is already there.

Once the system recognizes your email THEN select the 'Got it' blue.



Step 2: Read the user agreement, accept and create a password. Create a strong password that you will remember. This password will remain static and does NOT change with your LCS account changes so you must remember it.

Step 3: If you are an existing Remind user you will need to click the "Yes I have" blue bar on the pop up then add your existing account credentials. This will bring your two accounts together but allow you to manage what classes are affiliated with LCS and what classes remain personal. If you do not have an existing Remind account select "No, I am new to Remind"




Step 4 for Existing Users Only: Managing Affiliations

To affiliate a class, select the class and go to Class Settings, select the “information” bar and then select your school name from the “School” drop down menu. (Note the example below indicates the school of LCS District Departments, but you should select YOUR school from the drop down.)

If it is about LCS business – it needs to be affiliated with your school so it can be archived for public records requests.

Class settings

Information Owners

 **Edit icon**

Class name
Drama Rama Honors

Class code
@ 39hk4f

School
LCS District Departments

Save

People in this class can see and message each other
If you select this option, people at your school can also find your class.

I will only message people 13 or older
It's okay if students are under 13. We'll ask for a parent's email address to keep everyone in the loop.

Reuse class code
This class will be archived, and a new class will be created with this code.

Remove from class list
This class will be archived and will no longer appear in your class list.

Further training on Remind will be conducted by your school. The LCS Remind webpage (<https://www.leonschools.net/remind>) is available to you now and will be updated with a more in-depth training presentation after pre-planning week.